

U.S. Bankruptcy Court
Northern District of New York

Case Management/Electronic Case Files (CM/ECF)
Skills/Readiness Survey

The Bankruptcy Court's CM/ECF Project Team is trying to assess the readiness of our constituents for transitioning to the electronic filing process. Please answer all the questions on this survey. Part one is a hardware/software assessment of your office and part two is a skills assessment for you and your support staff. Please circle or write in your answers. Your responses will greatly help develop our training programs for you.

Name/Law Firm: _____

Contact Person for your office: _____

Telephone Number: _____

Email address: _____

Systems Contact Person for your office: _____

Telephone Number: _____

Email address: _____

Are you interested in assisting us with testing of the
ECF system before we go "live"?

Yes

No

Do you do primarily debtor or creditor work?

Debtor

Creditor

Both

Are you a current PACER user?

Yes

No

If so, how many PACER users in your office? _____

Part I: Hardware and Software Assessment

1. Do those attorneys and/or other professionals,
as well as his/her support staff, in your office who
will be accessing the CM/ECF system have a PC with
Internet access?

Yes

No

2. Is your Internet Service Provider a direct access service
(*RoadRunner*, which comes through your cable company) or
online service (*AOL*, *AT&T Worldnet*, which comes through
your telephone lines)?

Direct

Online

Other

If other, please specify. _____

3. What Internet browser do you use?

Netscape
Navigator

MS Internet
Explorer

Other

Version? _____

If other, please specify. _____

4. Does your support staff use the same Internet browser as you? Yes No
- If not, please specify. _____
5. Does your office have the Adobe Acrobat Writer software which allows you to save a word processing or other file into Portable Document Format (PDF)? Yes No Other
- Version? _____
- If other, please specify. _____
6. What email program does your office use? Netscape Communicator MS Outlook Express Other
- Version? _____
- If other, please specify. _____
7. Does your office use bankruptcy software to prepare petitions and required pleadings? Yes No
- If yes, please indicate the name of the software and version. _____
8. What word processing software does your office use? MS Word Corel Word Perfect Other
- Version? _____
- If other, please specify. _____
9. Does your office have at least one image scanner? Yes No
- If yes, please specify brand and model. _____

Part 2: Skills Assessment

1. I know how to use a Windows-based word processing software package like *Corel WordPerfect 9*, *MS Word 2000* or a windows-based bankruptcy forms software to create documents like motions, orders, and/or other case correspondence. Yes No
- a. Support staff is knowledgeable? Yes No
- _____ # of staff needing this type of training
2. I know how to access the Internet *and* how to use an Internet Browser like Netscape Navigator or Microsoft Internet Explorer from my office computer. Yes No
- a. Support staff is knowledgeable? Yes No
- _____ # of staff needing this type of training
3. Specifically, when using a Browser, I can do all of the following:
- a. use the *Forward* and *Backward* buttons Yes No
- b. set up bookmarks (like the court's web site) Yes No

- | | | | |
|----|--|-----|----|
| c. | click on check boxes using my mouse | Yes | No |
| d. | type in text boxes | Yes | No |
| e. | download files | Yes | No |
| f. | print documents | Yes | No |
| g. | set my home page address | Yes | No |
| h. | use hyperlinks | Yes | No |
| i. | find the court's website at www.nynb.uscourts.gov | Yes | No |
| j. | Support staff is knowledgeable in questions 3.a to i? | Yes | No |
| k. | _____ # of staff needing this type of training | | |
-
- | | | | |
|----|---|-----|----|
| 4. | I know how to view/read a Portable Document Format (PDF) file using Adobe Acrobat Reader software. | Yes | No |
| a. | I can use the Adobe Acrobat's print, find and save features | Yes | No |
| b. | I know how to create and save a PDF Document from my word processing software or bankruptcy software. | Yes | No |
| c. | I know how to scan a document and save it to a PDF format. | Yes | No |
| d. | Support staff is knowledgeable in questions 4. a to d.? | Yes | No |
| e. | _____ # of staff needing this type of training | | |
-
- | | | | |
|----|--|-----|----|
| 5. | I know where to store files on my office computer or network and then retrieve them. | Yes | No |
| a. | Support Staff is knowledgeable
_____ # of staff needing this type of training | Yes | No |
-
- | | | | |
|----|---|-----|----|
| 6. | I know how to use my office e-mail system to send messages to people outside my office. | Yes | No |
| a. | I know how to attach a file to an e-mail message | Yes | No |
| b. | I know how to add e-mail addresses to my office e-mail system. | Yes | No |
| c. | Support Staff is knowledgeable in questions 6. a & b.? | Yes | No |
| d. | _____ # of staff needing this type of training | | |

7. Additional Comments:

Thank you for completing this survey.

Information about CM/ECF can be found on our website, www.nynb.uscourts.gov.

CM/ECF training for our filers is anticipated to start at the end of 2002.

If you have questions about CM/ECF, please call Anne Sadlemire (Project Manager) at (518) 257-1619.

Please return this survey to:

Anne J. Sadlemire
United States Bankruptcy Court
Northern District of New York
445 Broadway, Suite 330
Albany, NY 12207

or

E-mail completed surveys to: anne_sadlemire@nynb.uscourts.gov

or

Fax completed surveys to: (518) 257-1645